

OFFICE OF REPORTS AND ESTIMATES

OPERATING INSTRUCTION NO. _____

SUBJECT : Presentation and Graphics Branch, ORE

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REFERENCES: CIA Administrative Instruction, [REDACTED] 20 May 1948
CIA Administrative Instruction, [REDACTED] 17 December 1948
Letter Directive, Deputy Director, CIA, 1 November 1948
CIA Administrative Instruction, No.
CIA Administrative Instruction, No.
ORE-Op. Order, No.

As the ORE component having staff responsibilities for the oral and visual presentation of intelligence, the Presentation and Graphics Branch will perform the following duties:

1. Office of the Chief

a. Ascertain, through established channels, the availability for exploitation of selected United States government officials returning from overseas duty.

b. Determine, after appropriate consultation, whether such exploitation shall be conducted as a formal presentation or informal interrogation.

c. Makes all necessary arrangements for such exploitation, including:

(1) Date, time and place of meeting.

(2) Notification of meeting to all components of CIA and the IAC agencies possessing an interest in the official to be exploited.

(3) The designation, after appropriate consultation, of the presiding officer.

(4) Compilation of attendance lists in regard to size and security clearance.

(5) Notification to the division or office of primary interest of persons to attend.

(6) Escort and security briefing for the individual to be exploited.

(7) The secretarial or machine recording and transcription of such meetings within the limits of personnel and equipment available.

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(8) The custody of such transcriptions.

d. Ascertain, through established channels, the availability for the briefing, by CIA components, of selected United States government officials departing for overseas duty. Such services as described in paragraph c, above, will be provided when deemed applicable.

e. Provide a conference reporter for use by the components of ORE at the discretion of the Chief, Presentation and Graphics Branch.

f. Be responsible for the control of the ORE conference rooms and scheduling of the car assigned to the Assistant Director, ORE.

2. Operations Section.

a. Operates and maintains the Situation Room of CIA, providing an integrated national intelligence portrayal of selected areas of the world of particular interest as indicated by the Office of the Director. Such portrayal will be shown through the media of cartographic displays, graphic studies and charts, pictorial presentations and audio-visual programs.

b. Arrange for the procurement, processing and exchange of graphic and cartographic intelligence necessary for the maintenance and operation of the Situation Room through established channels.

c. Coordinate with Graphics Register, OCD, in the pictorial presentation of intelligence and assist in the audio-visual projection of films, film strips, slides and other intelligence of a similar nature.

d. Maintain qualified personnel in the CIA Situation Room to brief authorized visitors on the intelligence posted.

e. When significant trends in the posted data are noted to confer with the producing component for evaluation.

3. Graphics Section.

a. Provide the components of CIA, graphic analysis in the production of national intelligence, design and execution of cartographic and graphic materials (exclusive of NIS studies and the Operations Analysis Handbook for the Director of CIA) for research, conferences, presentations or inclusion in finished intelligence productions.

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b. Provide the components of CIA assistance in the design, lay-out, and execution of all forms of art and illustration to be reproduced or used in research, conferences, presentations, displays or inclusion in finished intelligence productions.

c. Design, develop and produce large cartographic displays for conferences and presentations and small cartographic aids for use within CIA components for research and analysis when required.

4. The components of ORE will provide the following specific assistance in the accomplishment of these functions:

a. Competent presiding officers for all interrogations in which the ORE component has primary interest.

b. Editorial assistance to the conference reporter.

c. Recommend periodically, in conjunction with the Assistant Director, ORE, the EPB and the Chief, Presentation and Graphic Branch, the scope to be covered by the Situation Room in accordance with par. 2a above.

d. Appoint a qualified, person within each ORE component to be responsible that the portion of the Situation Room pertaining to that area or function reflects the current views of the ORE component in accordance with par. 2a above. Furnish, on request, such assistance necessary to accomplish the mission of the Situation Room (maps, publications, reports, cables, etc.).

e. Be prepared to brief the Director or his representatives in the Situation Room in the current situation in the component's area of responsibility.

f. Utilize to the maximum, the facilities of the Graphic Section (as expressed in par. 3) in the preparation and production of finished intelligence productions.

5. The Chief, Presentation and Graphic Branch, will implement pars. 1-3 inclusive and render all assistance possible in implementing par. 4 above.

THEODORE BABBITT
Assistant Director
Reports and Estimates

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